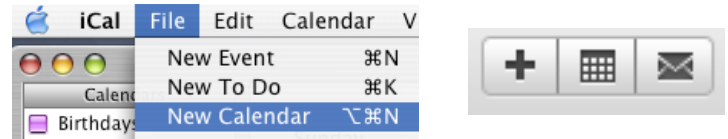


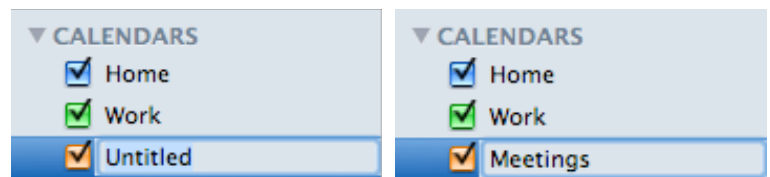
Creating a Calendar in iCal



1. Create a Calendar in iCal, either by going to the File menu and choosing “New Calendar”, or by clicking the “+” sign at the bottom left side of the iCal dialog box.



2. A New calendar will appear in your list of calendars. Type its name into the Untitled field (i.e. Meetings).



3. Double click on the date you want to input an event into. (In this example, I am viewing the Calendar in the Month format). An information dialog box will appear. Type in the name of the event.

4. If the event is an all day event, click on the “all-day” box.

If the event is not an all-day event, you should input the times the event begins and ends in the “from” and “to” fields. If the event repeats, choose how in the repeat field.

Important:

Make sure the correct calendar is chosen in the calendar field before clicking the Done button.

You are finished with making your new calendar and adding an event.

